

## SICK LEAVE- BP 2.29

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*Legal Authority: 23 NCAC 2C .0210*

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*Revision:*

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### **Sick Leave**

#### Amount Earned

All full-time regular and temporary employees who are employed for a period greater than six months, and are actively at work for one-half or more of the regularly scheduled workdays in any calendar month shall earn sick leave consistent with State and System personnel directives and the President's determinations.

All part-time regular and temporary employees who work at least 20 hours a week and are employed for a period greater than six months, shall earn sick leave on a pro rata basis if he/she is actively at work for one-half or more of the regularly scheduled workdays in a month. Teaching personnel employed on a part-time basis by class contract are not eligible for sick leave under this Policy.

Maximum Accumulation: Sick leave is cumulative indefinitely.

Advancement: Sick leave may be advanced up to the maximum amount an employee can earn during the current fiscal year.

#### Notice

Foreseeable Sick Leave. If an employee's need for sick leave is foreseeable, the employee must provide his or her supervisor with at least 30 days' advance notice of the reason for the leave before the leave is to begin. If 30 days' notice is not practical because of a lack of knowledge of approximately when sick leave will need to begin, a change in circumstances, or a medical emergency, notice must be provided as soon as practical (normally within one or two workdays of learning of the need for sick leave, except in extraordinary circumstances when this is not feasible).

Unforeseeable Sick Leave. If an employee's need for sick leave is not foreseeable, notification must be made to the employee's supervisor of the reason for the employee's absence as soon as practical (normally within one or two workdays of learning of the need for sick leave, and in any event, not later than 30 minutes after the beginning of the scheduled workday).

Verification of Sick Leave. For any absence of six or more consecutive workdays, an employee is required to obtain and present a Certification of Health Care Provider form, available from the Human Resource Office, from the employee's or family member's health care provider, as applicable, attesting to the illness or injury. For any absence of ten or more consecutive workdays due to illness, injury, medical condition, or serious health condition for which sick leave may be taken under this Policy, the employee is requested without additional notice to obtain and present a Certification of Health Care Provider form.

An employee who requires sick leave due to his or her own illness, injury, medical condition, or serious health condition may be required to obtain and present a return to work certification from his or her health care provider for any absence of 3 or more consecutive workdays and is required without further notice to obtain and present a return to work certification from his or her health care provider for any absence of ten or more consecutive workdays. Presentation of the return to work certification by the employee, if required under this Policy, is a condition to the employee's return to work following such illness, injury, medical condition, or serious health condition.

#### Use of Sick Leave

Sick leave may be granted for:

- (1) illness or injury which prevents an employee from performing his or her usual duties;
- (2) death in the employee's immediate family (meaning the employee's wife, husband, mother, father, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, step-mother, step-father, and step-child);
- (3) reasonable medical appointments;
- (4) absences due to illness in the employee's immediate family (meaning the employee's spouse, parent, or child, as defined in the Policy on family and medical leave, and other dependents living in the employee's household);
- (5) the actual period of temporary disability connected with the birth of a child;
- (6) conversion of up to three days (24 hours) each school year for personal leave by instructors, pursuant to the Policy on personal leave.
- (7) for shared leave purposes.

Sick leave may not be exhausted for any other type of leave.

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